



## Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: Purchasing and Materials Management

Sub-Section:

<b>TITLE:</b> Advertising of Proposals		<b>CUTOFF:</b> EOCY
<b>DESCRIPTION:</b> Advertising of Proposals. Microfilm and destroy originals.		<b>RETENTION:</b> Years: 5 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 2886	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 08/16/1988
<b>TITLE:</b> Annual Performance Bonds		<b>CUTOFF:</b> EOCY
<b>DESCRIPTION:</b>		<b>RETENTION:</b> Years: 7 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 22695	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 03/13/1989
<b>TITLE:</b> Bid Files		<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Bid Files. Microfilm and Destroy originals		<b>RETENTION:</b> Years: 10 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 2881	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 08/16/1988
<b>TITLE:</b> Contract Status Tracking File. Permanent and update.		<b>CUTOFF:</b> WSO
<b>DESCRIPTION:</b> (EDP)		<b>RETENTION:</b> Years: 0 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 22694	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 08/16/1988



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Division: Purchasing and Materials Management

Sub-Section:

<b>TITLE:</b> Cooperative Procurement File		<b>CUTOFF:</b> WSO
<b>DESCRIPTION:</b> Cooperative Procurement File. Permanent while active		<b>RETENTION:</b> Years: 0 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 2885	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 08/16/1988
<b>TITLE:</b> Expired Contracts		<b>CUTOFF:</b> EOCY
<b>DESCRIPTION:</b> Expired Contracts		<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 2880	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 08/16/1988
<b>TITLE:</b> Local Purchase Orders		<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Local Purchase Orders. May be destroyed after conclusion of state audit if completed before end of retention period.		<b>RETENTION:</b> Years: 3 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 2884	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 08/16/1988
<b>TITLE:</b> Purchase Orders		<b>CUTOFF:</b> EOSFY
<b>DESCRIPTION:</b> Purchase Orders. May be microfilmed.		<b>RETENTION:</b> Years: 10 Months: 0 Days: 0
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy
<b>SERIES #:</b> 2883	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b> 08/16/1988



## Agency Records Disposition Schedule

Department: Office of Administration

Section:

Division: Purchasing and Materials Management

Sub-Section:

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**TITLE:** Vendor Files

**CUTOFF:** EOSFY

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**DESCRIPTION:** Vendor Files

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

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**SERIES #:** 2882

**SERIES STATUS:** Approved

**APPROVAL DATE:** 08/16/1988

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